Recommendation Form
Department of Psychology
LaGrange College

An effective recommendation is one which provides specific examples of your accomplishments and relates them to your goals. Employers and graduate schools are favorably impressed by the inclusion of details. Therefore, the more details you can provide to a recommender the better the recommendation you will get. You cannot expect that a recommender will remember all your important accomplishments.

In order to obtain the best possible recommendation, provide the following information on a separate sheet of paper:

Your Name:

Purpose of the Reference:
What kind of position or graduate program are you applying to?

Name & Address of the Person (or Organization) to receive the Reference:
Attach any forms which must be filled out. Some forms call for you to fill in some of the information. Be sure you have done this.

Date Needed:

Educational or Employment Goal:
What career or educational goals do you expect to attain? What do you see yourself doing 10 years from now?

Commitment to Psychology:
Describe any special projects or independent studies you were involved in. Note whether you are a student affiliate of APA or APS. Do you spend time reading research in psychology journals? How many hours per week? Describe any psychology related volunteer activities. Be specific about your role.

Educational Achievement:
List psychology courses completed with grade. List psychology courses in progress. List memberships in academic clubs and honor societies. List minors and other majors in addition to psychology.

Leadership:
Describe your special accomplishments, or any projects you were responsible for organizing or carrying out. Be specific about your role. List offices held (and dates) in clubs, honor societies, or social organizations.

Special Skills:
Describe any special skills you have developed, especially if they relate to your educational or career goals. Do you speak a foreign language, are you familiar with specific computer programs, do you have experience with any specialized equipment?

Additional Information:
Provide any other information about your plans, goals, and accomplishments which you would like mentioned in the letter of recommendation.

Attach a Copy of your Resume:
Visit the Career Center and get some help preparing your resume.